King County	Department of Adult and Juvenile Detention Adult Divisions General Policy Manual	
	Chapter 5 **Intake, Transfer and Release**	
5.02.002, **Bail Bond Agency Surrenders**	Approved By:	Director Allen Nance
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Purpose
To establish procedures for the booking of detainees seized by Washington State authorized bail bond enforcement agencies into Department facilities.

Policy
It is the policy of this Department to accept the surrender of individuals pursuant to RCW 10.19.160. Only licensed, identifiable Bail Bond Agents or Recovery Agents may surrender an individual with a warrant or affidavit of surrender. The surrender shall be made to the facility in which the person was originally held in custody or the county or city jail affiliated with the court issuing the warrant resulting in bail.

References

DAJD Policies:	5.01.001, Intake Procedures
	5.02.004, Booking Procedures
RCWs:	10.19.160
	18.185.050
WAC:	308-19

Definitions
Bail Bond Agency: A company that is licensed by Washington State and justified by a King County court to post bail in either cash or a surety bond.
Registered Bail Bond Agent: A person registered with Washington State as an employee of a licensed bail agency.
Recovery Agent: A person employed by a bail agency to deliver individuals with affidavits of surrender or warrants to a correctional facility.
In absentia: The individual is not present for processing.

A. General Guidelines
1. All agents who deliver inmates to the jail must be in possession of and present a Washington State Recovery Agent License.
2. No warrant or bond surrender " in absentia" bookings will be accepted.

3. Agents will utilize the out-of-custody sally port entrance at the King County Correctional Facility (KCCF) and at the Maleng Regional Justice Center (MRJC) agents will bring the prisoner into the vehicle sally and stage the prisoner in the ITR staging room. At no time shall these agents be allowed entry into Department facilities beyond these points.
4. Department staff will not sign "Affidavit of Surrender Notice" forms.
5. Agents delivering prisoners to be surrendered will ensure that the prisoner is handcuffed with their hands behind their backs, unless a medical condition would prevent it.
6. Bail bond surrenders shall have no priority over police agency arrests.

B. Procedures

1. The Central Control Officer shall:
   a. Ensure that the surrendering individual is handcuffed behind their back or otherwise restrained, unless a medical condition would prevent it.
   b. At KCCF, permit entrance into the out-of-custody sally port. Notify the booking counter of the bond surrender.
   c. At MRJC, verify that the agent(s) has completed the Superform and has the Affidavit of Surrender Notice form. Notify the booking counter of the bond surrender.
2. The Booking Officer shall process the admission using Department policy 5.01.001, Intake Procedures and must also:
   a. Ensure that agent(s) has called and had the warrant faxed to the jail for the individual being surrendered.
   b. Obtain the Superform and the warrant or Affidavit of Surrender for the individual being surrendered from the agent.
   c. Ensure the agent has correctly filled out the Superform and the Booking Officer will then complete a JMS intake for the subject being surrendered.
   d. Observe the agent pat search the individual prior to allowing entry into the secure perimeter of the facility.
   e. Conduct a pat-search of the inmate prior to escorting the inmate into the pre-book area.
   f. Complete the intake process following Department policy 5.01.001, Intake Procedures.
   g. Date stamp and photocopy the Superform and Affidavit of Surrender. Give the photocopy of the Superform and Affidavit of Surrender to the agent. At KCCF, allow the agent to exit the out-of-custody sally port by contacting Central Control. At the MRJC, contact Central Control and inform them the agent is cleared to leave.
3. The Booking Officer will book bond surrenders following Department policy 5.02.004, Booking Procedures.

C. Authority to Deny Booking

1. The Duty Sergeant may deny booking if no valid warrant can be located or it is determined the Affidavit of Surrender Notice is not valid.
2. The Intake, Transfer and Release RN may defer intake due to medical illnesses and/or injuries.